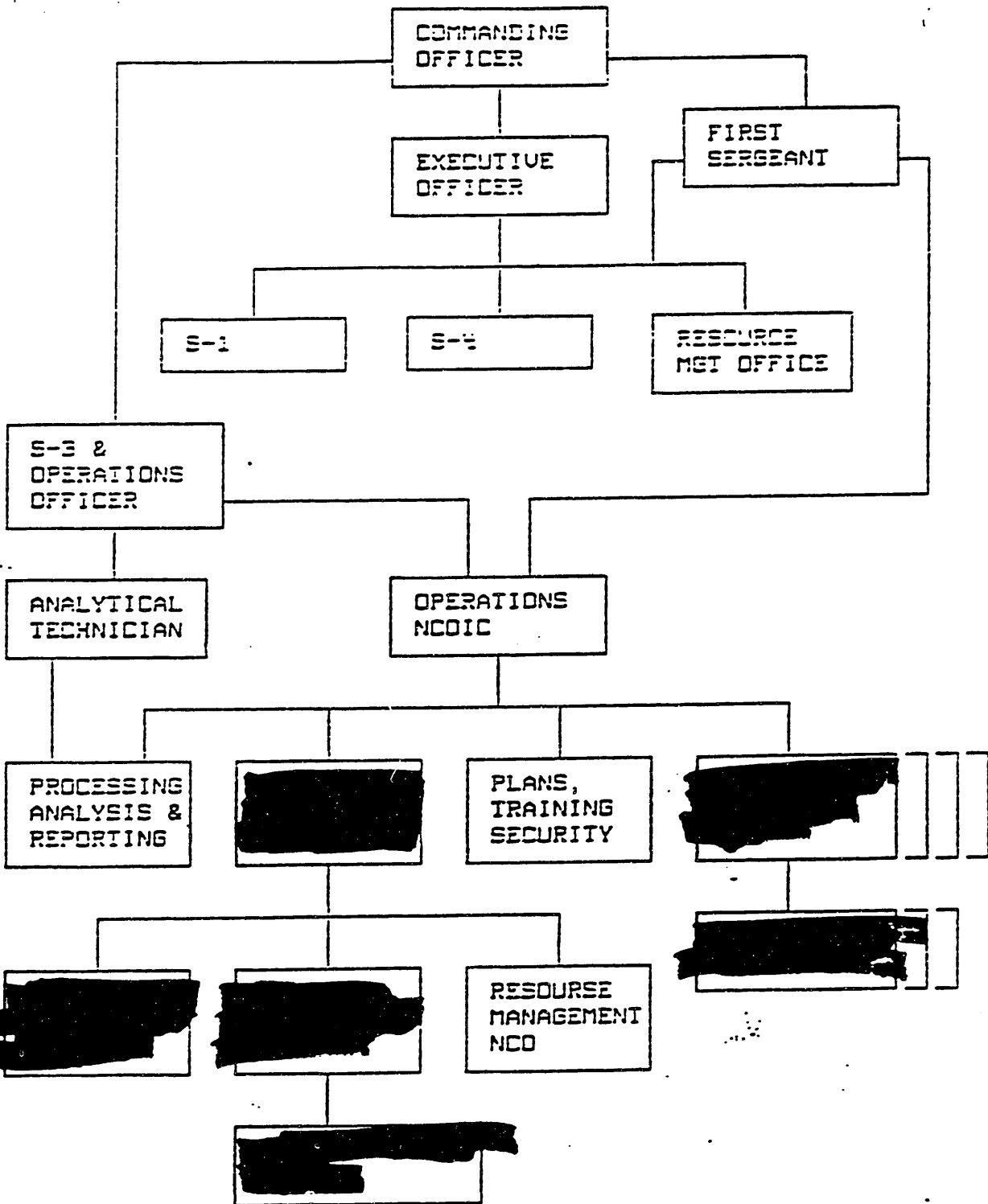


~~CONFIDENTIAL~~

~~NOFORN~~

ORGANIZATION CHART

UNITED STATES ARMY FIELD STATION MISAWA



~~CONFIDENTIAL~~

~~NOFORN~~

~~CONFIDENTIAL~~

CHAPTER 16

FIELD STATION MISAWA

GENERAL

16-1. (U) PURPOSE: This manual reflects the organizational structure of the United States Army Field Station Misawa (FSM) and assigns responsibilities and functions to subordinate elements.

16-2. (U) ORGANIZATION: The field station is organized into the following subdivisions (see figure 1):

a. (U) The Headquarters. The Headquarters includes the command group (CO, XO, LSG), one Master Labor Contract (MLC) (civilian) Administrative Assistant, a personnel support section, a supply section and a resource management NCO.

b. (U) Operations Branch. The operations branch includes the operations officer, the operations NCO, one administrative specialist, [REDACTED] and the plans, training and security section (PT&S).

c. (U) The operational mission personnel are organized into five platoons corresponding to their respective work shifts. The administrative and operational support personnel along with the processing, analysis and reporting platoon work straight days.

16-3. (U) MISSION. The mission of FSM is to:

a. [REDACTED]

b. (U) Perform administration, to include processing personnel action requests, performing SIDPERS actions, cutting unit orders, completing the unit personnel portion of the military pay system and administering logistical functions necessary to accomplish the mission of FSM, Japan, IAW current directives.

c. (U) Supervise billets and work areas and coordinate with the host unit for all necessary support as outlined in the host-tenant agreement. Coordinate with Commander, USARJ; Commander, 500th MI Group; Commander, 432d Tactical Fighter Wing; Commander, 6920th Electronic Security Group (ESG) and other agencies in matters pertaining to the operational mission, welfare and support of the unit.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

SECTION I

FIELD STATION MISAWA

HEADQUARTERS

16-1. (U) COMMANDER:

a. (U) Responsible to the Commander, 500th MI Group, for command and control and tasks prescribed by the TDA and other authorized directives.

b. (C/FOIA) [REDACTED]

c. (U) Formulates unit policy.

16-2. (U) EXECUTIVE OFFICER:

a. (U) Directs, supervises and coordinates the work of the unit IAW the Commander's decisions and policies.

b. (U) Acts as the unit personnel officer and supervises NCOIC of personnel center (PC).

c. (U) Acts as the supply officer and supervises supply NCO.

d. (U) Acts as the resource management officer and supervises the resource management NCO.

e. (U) Prepares the rater portion of the senior enlisted evaluation report (SEER) for the 1SG NCOIC of the personnel center, supply sergeant, the resource management NCO and the OER for the operations officer.

f. (U) Ensures that the Commander's orders and instructions are executed by:

(1) (U) Assigning specific actions and tasks to prepare plans, orders, reports and other required actions.

(2) (U) Reviewing actions to ensure that they are complete, correct and designed to produce the Commander's intended results.

g. (U) Keeps the Commander and supervisors informed on matters affecting the administrative operations of the unit.

16-1-I

~~CONFIDENTIAL~~

-
UNCLASSIFIED

h. (U) Acts as the Deputy Commander and assumes command in the temporary absence of the Commander.

i. (U) Performs other duties as directed by the Commander.

16-3. (U) FIRST SERGEANT:

a. (U) Serves as the principal advisor to the Commander on those matters pertaining primarily to enlisted personnel, including morale, welfare, customs and courtesies of the service, enlistment and reenlistment, discipline and promotion policies.

b. (U) Acts as the primary interface between the Commander and unit enlisted personnel.

c. (U) Maintains and administers the sponsorship and base introduction program.

d. (U) Designs, schedules and conducts the unit's NCO development program (NCOBP).

e. (U) Serves as POC for other organizations and senior NCOs on matters pertaining to the activities, problems, services and obligations of enlisted personnel.

f. (U) Represents unit enlisted personnel at conferences, ceremonies and other activities as appropriate.

g. (U) Ensures compliance with the Commander's policies as they pertain to enlisted personnel.

h. (U) Serves on selected committees dealing with enlisted personnel matters.

i. (U) Acts as Lock and Key custodian.

j. (U) Conducts periodic briefings for unit NCO to keep them informed on the Commander's policies.

k. (U) Prepares the rater portion of the Commander's administrative assistant EER and input for the platoon sergeants EER's.

l. (U) Performs such other duties as directed by the Commander.

16-4. (U) PERSONNEL CENTER: The PC is staffed by the personnel services NCO (PSNCO), the administration NCO (Admin NCO) and appropriate personnel and administrative specialists. This section, and the soldiers that comprise it,

16-2-I

UNCLASSIFIED

4

~~UNCLASSIFIED~~

h. (U) Acts as the Deputy Commander and assumes command in the temporary absence of the Commander.

i. (U) Performs other duties as directed by the Commander.

16-3. (U) FIRST SERGEANT:

a. (U) Serves as the principal advisor to the Commander on those matters pertaining primarily to enlisted personnel, including morale, welfare, customs and courtesies of the service, enlistment and reenlistment, discipline and promotion policies.

b. (U) Acts as the primary interface between the Commander and unit enlisted personnel.

c. (U) Maintains and administers the sponsorship and base introduction program.

d. (U) Designs, schedules and conducts the unit's NCO development program (NCODP).

e. (U) Serves as POC for other organizations and senior NCOs on matters pertaining to the activities, problems, services and obligations of enlisted personnel.

f. (U) Represents unit enlisted personnel at conferences, ceremonies and other activities as appropriate.

g. (U) Ensures compliance with the Commander's policies as they pertain to enlisted personnel.

h. (U) Serves on selected committees dealing with enlisted personnel matters.

i. (U) Acts as Lock and Key custodian.

j. (U) Conducts periodic briefings for unit NCO to keep them informed on the Commander's policies.

k. (U) Prepares the rater portion of the Commander's administrative assistant EER and input for the platoon sergeants EER's.

l. (U) Performs such other duties as directed by the Commander.

16-4. (U) PERSONNEL CENTER: The PC is staffed by the personnel services NCO (PSNCO), the administration NCO (Admin NCO) and appropriate personnel and administrative specialists. This section, and the soldiers that comprise it,

16-2-I

~~UNCLASSIFIED~~

~~UNCLASSIFIED~~

is the central coordination point for personnel and administrative actions involving assignments, transfers, deletions, promotions, evaluation reports, awards and other administrative and personnel actions.

a. (U) PSNCO. The PSNCO is the overall supervisor of the personnel center and is responsible for:

- (1) (U) Performing liaison between servicing activities.
- (2) (U) Reviewing and consolidating reports, statistics and personnel actions.
- (3) (U) Monitoring internal personnel management.
- (4) (U) Updating the MOW with EPC yearly.
- (5) (U) Providing advice and assistance to the commander and staff.
- (6) (U) Monitoring submission of recurring reports.
- (7) (U) Monitoring unit's strength.
- (8) (U) Managing the unit manning report.
- (9) (U) Managing transmittal of all finance documents to Camp Zama.
- (10) (U) Coordinating with DA, INSCOM, and 500th MI Group on personnel gains and losses.
- (11) (U) Completing and forwarding personnel actions involving requests for schools, MOS actions, transfers, deletions from assignment, and foreign service tour extensions.
- (12) (U) Timely initiation and processing of EER's and OER's.
- (13) (U) Coordinating with the various sections of PSM for updating enlisted and officer rating schemes.
- (14) (U) Preparing and forwarding personnel requisitions to 500th MI Group, Camp Zama, Japan.
- (15) (U) Scheduling and reviewing each individual Military Personnel Records Jacket (MPRJ) with assistance provided by RPC, USARJ, Camp Zama, Japan.
- (16) (U) Supervising MILPO level SIDPERS actions.
- (17) (U) Monitoring award of the Good Conduct Medal and Army Achievement Medal and issuing orders.

16-3-I

~~UNCLASSIFIED~~

UNCLASSIFIED

(18) (U) Maintaining promotion eligibility and personnel rosters.

(19) (U) Coordinating promotions to E2, E3, and E4, the promotion board schedule with the LSG and preparing promotion packets and standing promotion lists.

(20) (U) Monitoring unit's awards program.

(21) (U) Performing other duties as assigned.

b. (U) Administration NCO. The Admin NCO acts for the PSNCO during his/her absence and is responsible for:

(1) (U) Publication of all orders involving promotion, reduction, transfers, assignments, temporary duty and additional duties with assistance provided by RPC USARJ, Camp Zama, Japan.

(2) (U) Maintaining publications library and DA 12 series account.

(3) (U) Maintaining unit files IAW AR 340-18 and/or 340-2.

(4) (U) Maintaining and ordering blank forms.

(5) (U) Preparing correspondence IAW AR 340-15.

(6) (U) Recording, monitoring and controlling use of Xerox machine and telecopy machine.

(7) (U) Sponsorship program..

(8) (U) Providing assistance to the Commander on legal matters, disciplinary actions and administrative discharges.

(9) (U) Arranging transportation for personnel departing on temporary duty and being transferred from this command (coordinating with RMO).

(10) (U) Coordinating in-country and CONUS separations of personnel assigned to the command.

(11) (U) Performing other duties as assigned.

c. (U) Coordinated actions (PSNCO/Admin NCO)

(1) (U) In and out processing personnel for transfer or separation.

(2) (U) Suspension of favorable personnel action.

16-5. (U) COMPTROLLER/ACCOUNTING NCO: The comptroller is the principal assistant in matters pertaining to planning, programming, budgeting and accounting for appropriated funds. The comptroller/ accounting NCO:

16-4-I

UNCLASSIFIED

UNCLASSIFIED

- a. (U) Manages O&MA funds.
- b. (U) Ensures proper utilization of O&MA funds IAW applicable directives.
- c. (U) Prepares the COB estimate, HER, financial plan by month, monthly status report and such other reports as may be required.
- d. (U) Processes all accounting documents to ensure proper accounting classification codes are used for transfer of funds between Air Force and INSCOM.
- e. (U) Processes all individual pay actions including temporary duty (TDY) and travel vouchers.
- f. (U) Maintains and updates the TDA.
- g. (U) Maintains and updates ISSA with 432d Tactical Fighter Wing and 6920th Electronic Security Group, Misawa Air Base, Japan.
- h. (U) Performs other duties as assigned.

16-6. (U) SUPPLY NCO: The supply NCO is the defacto S-4 and is the principal assistant in matters relating to procurement, maintenance of facilities and equipment, transportation and organizational supply. The supply NCO:

- a. (U) Acts as building custodian and is coordinator for all minor construction projects.
- b. (U) Maintains the property book, the unit hand receipts and TASO hand receipts from USARJ and expendable and non-expendable document registers.
- c. (U) Insures supply discipline and property accountability.
- d. (U) Maintains such records as may be necessary to the efficient operation of the unit supply.
- e. (U) Coordinates unit transportation requirements.
- f. (U) Maintains Commander's sedan and other assigned vehicles IAW TM 38-750.
- g. (U) Performs other duties as assigned.

. #16-5-I

UNCLASSIFIED

~~CONFIDENTIAL~~

SECTION II

OPERATING ELEMENTS

16-7. (U) OPERATIONS BRANCH: Under the direction of the operations officer, the operations branch is responsible for accomplishing missions [REDACTED]

a. (U) Operations officer. The operations officer is the principal assistant in matters pertaining to organization, planning and primary mission operations. The operations officer:

(1) (U) Directs, supervises and coordinates the work of the operations branch and plans, training and security section IAW existing policies and directives.

(2) (U) Exercises responsibility for emergency operational and contingency plans.

(3) (U) Advises the Commander on optimum organizational structure and recommends changes, as required.

(4) (U) Prepares the rater portion of the Enlisted Evaluation Report (EER) for the operations sergeant and the rater portion of the officer evaluation report (OER) for the Plans and Training OIC and processing and reporting OIC.

(5) (U) Coordinates with other unit sections on operational matters.

(6) (U) Performs other duties as required.

b. (U) Operations Sergeant. Assists the operations officer in exercising his/her responsibility for primary mission operations. The operations sergeant:

(1) (U) Is the NCOIC of operations branch.

(2) (U) Supervises administrative functions of the branch.

(3) (U) Supervises platoon sergeants of the headquarters platoon, 5th platoon (PAR), the four operational platoons, the [REDACTED] the administrative NCO and the PT&S NCOIC when no PT&S officer is assigned.

(4) (U) Prepares rater portion of the EER for the operational platoon sergeants, the [REDACTED] and other subordinate operations branch personnel, as appropriate.

(5) (U) Ensures compliance with the operation officer's decisions and policies.

16-1-II

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

(6) (U) Conducts tri-service coordination and briefings within the operations area of interest.

c. (U) Watch NCO (WNCO)/Platoon Sergeant:

(1) (U) Keeps the operations staff informed of any changes that occur during their watch.

(2) (U) Contacts the operations staff when events occur that are other than normal SOP.

(3) (U) Prepares and maintains the mission log during his/her shift. Ensures that all required entries are made and all unusual occurrences are logged.

(4) (U) Operates and monitors the delivery distribution facility (Streamliner). Ensures that all incoming traffic is logged in and is routed to the correct action office. Quality controls all outgoing messages released during his/her shift. Supervises use of OPSCOM.

(5) (U) Acts for the operations officer as message releaser in the operations officer's absence.

(6) (U) Performs on-the-spot mission adjustments when necessary. Ensures that the [REDACTED] is immediately notified whenever a deviation from assigned mission posture has taken place.

(7) (U) Initiates the SR, BEP, AICP and ECON conditions whenever necessitated by events or directed by competent authority. Consults the operations branch SOP for specific details on these plans/actions.

(8) (U) Supervises actions required under the critic and oversight programs.

(9) (U) Consults the operations branch SOP and unit memorandums for definitive guidance on all matters covered therein. Utilizes the chain-of-command to resolve problems not covered by these documents.

(10) (U) Performs duty as Platoon Sergeant:

(a) (U) Provides assigned personnel with an initial mission orientation [REDACTED]

16-2-II

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

(b) (U) Supervises the on-going MOS training requirements to prepare each platoon member for the yearly SQT.

(c) (U) Monitors the professional progress of each assigned soldier and recommends them for further technical MOS training.

(d) (U) Maintains and updates the section's ~~SEER~~ rating scheme and rates and/or indorses as required.

(e) (U) Supervises the section's awards program to ensure that all subordinates are considered for awards and exceptional individual contributions to the section/unit are appropriately recognized. Quality controls all written award recommendations submitted by the section.

(f) ~~(U)~~ [REDACTED]

(g) ~~(U)~~ [REDACTED]

(h) ~~(U)~~ [REDACTED]

d. (U) Assistant Platoon Sergeant (Trick Chief):

(1) [REDACTED]

(2) [REDACTED]

(3) (U) Accomplishes all tasks assigned.

(4) (U) Performs actions required under the CRITIC and oversight programs.

(5) (U) Assumes the responsibility for the technical performance and soldierly traits of all personnel under his/her charge.

(6) (U) Actively administers the skill development program and provides/supervises training to prepare soldiers for the SQT.

(7) (U) Ensures all traffic is collected IAW ITDB and local tasking directives.

16-3-II

~~CONFIDENTIAL~~

~~UNCLASSIFIED~~

(8) (U) Keeps the platoon sergeant informed on all matters concerning operation of the manual morse shift and radiotelephone shift.

(9) (U) Prepares rater portion of ERP for personnel under his/her supervision.

(10) (U) Is the primary POC for M/M and R/T quality control on his/her shift.

(11) (U) Reports all maintenance problems to the Air Force job control.

(12) (U) Performs other duties as assigned.

(13) (U) Ensures 2404's are being utilized.

16-8. (U) PLANS, TRAINING, AND SECURITY: The S2/S3 operates under the direction of the operations officer. The Plans, Training and Security Section is responsible for planning; unit and individual training; assisting in matters pertaining to personnel security; security education; CI terrorist threat and physical security and the development and training for all operations and emergency plans.

a. (U) Plans, Training and Security Officer. The plans, training and security officer is the principal assistant in matters pertaining to plans, training and security. The plans, training and security officer:

(1) (U) Directs, supervises and coordinates the work of the plans, training and security section IAW existing policies and directives.

(2) (U) Prepares plans in support of higher headquarters' plans; development of emergency, operational and contingency plans.

(3) (U) Recommends and prepares unit and individual training policies, programs and plans.

(4) (U) Supervises the preparation of training schedules, records and reports.

(5) (U) Plans for and obtains quotas for individual military courses of instruction.

(6) (U) Supervises the plans and training NCO and the security NCO.

16-4-II

~~UNCLASSIFIED~~

~~CONFIDENTIAL~~

(7) (U) Prepares the rater portion of the EER for the plans and training NCO and the security NCO.

(8) (U) Ensures compliance with the Commander's decisions and policies.

(9) (U) The following are additional duties which are performed by the plans, training and security officer:

(a) Security officer - The security officer is the S2/ [redacted] and will perform functions incumbent with the position. [redacted] is responsible to the Commander for personnel security and security education. Directs and supervises the work of the security NCO. Monitors the security functions performed internally to ensure compliance with DA directives and the interface with Air Force Security Service.

(b) (U) Training Standards Officer: Responsible for control and administration of SQT and "materials."

(c) (U) Disaster Preparedness officer - Responsible for the formulation and execution of contingency and emergency plans in support of DA and local Air Force directives and policies. Represents the command at Disaster Preparedness Planning Board meetings and keeps the command informed of any developments and changes to established procedures.

(d) (U) Serious Incident Report Officer: Coordinates and establishes liaison with Commander, U.S. Army Japan on reporting of serious incidents and provides copies of reports to Commander, INSCOM, ATTN: IASCO.

(9) (U) Prepares and presents special training, as required.

(10) (U) Monitors the SQT training program and provides assistance in all aspects of testing and training.

(11) (U) Maintains and supervises the unit training areas.

(12) (U) Normally is Deputy Training Standards Officer. Responsible for maintenance safekeeping and conduct of SQT's.

c. (U) The Security NCO: Principal staff NCO for all command security matters. Serves concurrently as the command security manager, personnel security NCO, physical security NCO, crime prevention NCO, key control NCO, special security representative, TEMPEST coordination NCO, automated systems security NCO and COMSEC NCO. Plans, formulates and administers effective and complementary

. 16-5-II

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

security programs for all assigned responsibilities. Coordinates with 500th MI Group security officer for all command security matters.

(1) (U) RELATIONSHIPS:

a. (U) Internal: Coordinates with operations in developing, coordinating and implementing security procedures and intelligence countermeasures in support of the command OPSEC program.

(1) (U) Coordinates with 1SG, XO and S4 on physical security of property/facilities, weapons/ammunition and crime prevention.

(2) (U) Coordinates with the unit personnel center on FOIA security matters and military personnel security requirements.

(3) (U) Coordinates with Group S-2, FSM ADP officer/HCO and AMO on automated systems security policies and procedures.

(4) (U) Coordinates with security manager, 6920th ESC, on command security policies, procedures and special provisions of host command security programs.

(5) (U) Coordinates with Group S-2 (CI) for technical advice and support to enhance the security posture of FSM through education and spot checks.

b. (U) External:

(1) (U) Coordinates with Group S-2 for compliance with established security programs and policy matters.

(2) (U) Coordinates with Group S-2, [REDACTED] and Commander, CCP, INSCOM, in processing personnel security actions.

(3) (U) Coordinates with Group S-2 for physical security inspections, surveys and support.

(4) (U) Coordinates with Group S-2, Security Manager, 6920th ESC for cryptofacility inspections, TEMPEST support and internal communications security COMSEC monitoring.

(5) (U) Coordinates with 6920th ESC security manager for cryptofacility advice and assistance.

(6) (U) Coordinates with Group S-2 and [REDACTED] on security, use [REDACTED]

16-6-II

~~CONFIDENTIAL~~

~~UNCLASSIFIED~~

(2) (U) SPECIFIC FUNCTIONS:

a. (U) Personnel Security Program:

(1) (U) Develops and administers policies, standards and procedures for security classification, downgrading, declassification, transmission, reproduction, safeguarding and destruction of national defense information.

(2) (U) Provides adequate guidance for the marking, safeguarding and destruction of "For Official Use Only" information protected under the FOIA of 1974.

(3) (U) Conducts periodic reviews of classifications assigned within the command to ensure that classification decisions are proper. Advises and assists on classification problems and development of classification guidance.

(4) (U) Supervises or conducts security inspections and spot checks of all elements within the command and notifies the Commander regarding compliance with established policies.

(5) (U) Processes requests to handcarry or escort classified information.

(6) (U) Maintains the command security clearance roster to assure that personnel requiring access to classified information are properly cleared.

(7) (U) Establishes procedures to ensure supervisors verify "need to know" of personnel prior to granting access.

(8) (U) Establishes and monitors an effective security education and orientation program. Ensures that all personnel are trained on AR 381-10, Project Oversight, and that all files are purged once each calendar year under the provisions of AR 381-10.

(9) (U) Conducts or supervises the conduct of security training for all FSM personnel. Coordinates and monitors adequacy of security training of all platoons.

(10) (U) Provides for the dissemination of information pertaining to intelligence and security threats to personnel and facilities throughout FSM.

(11) (U) Provides adequate guidance on the release of classified or sensitive information to US government contractors/representatives consistent with disclosure policy.

-16-7-II

~~UNCLASSIFIED~~

UNCLASSIFIED

(12) (U) Identifies appropriate security and intelligence countermeasures to the operations in support of the OPSEC program.

b. (U) Physical Security Program:

(1) (U) Arrange for the conduct of physical security inspections of command designated mission essential/vulnerable areas.

(2) (U) Reviews plans for new construction or modifications to ensure appropriate physical security safeguards are included.

(3) (U) Develops policy and procedures to safeguard arms, ammunition, and explosives (AA&E).

(4) (U) Coordinates and reviews AA&E physical security plans annually with supporting command physical security office and higher headquarters.

(5) (U) Assure that security procedures are consistent with host installation assessment and that special security requirements have been identified to ensure funding provisions are considered in proper budget programs.

c. (U) Crime Prevention Program:

(1) (U) Ensures that the education-oriented crime prevention program complements the unit physical security program and encourages individuals to report actual and suspected acts of criminal conduct and physical security weaknesses.

(2) (U) Ensure that electrostatic markers are available for the use of unit personnel to mark government and personal property.

(3) (U) Conducts crime prevention inspections and spot checks to verify compliance and education shortfalls.

(4) (U) Provides for periodic crime surveys of accountability and physical security procedures for imprest or other funds which might be the target of criminal activity.

d. (U) Automated Systems Security Program:

(1) (U) Ensures all mission essential and sensitive automated systems are included in the overall physical security program.

(2) (U) Administers in concert with the Group S-2, policies and procedures addressing physical security, document security.

16-8-II

UNCLASSIFIED

~~CONFIDENTIAL~~

~~NO 333~~

personnel integrity, TEMPEST, software security, Technical Surveillance Countermeasures (TSCM) and hardware components.

(3) (U) Maintains records of automated systems accreditations, including sensitivity level, accreditation status, threats and/or vulnerabilities identified for all automated systems within the command.

e. (U) Technical Security (TSCM):

(1) (U) Requests TSCM surveys and inspections to detect hazards or penetrations.

(2) (U) Provides for the integration of TSCM security policies and procedures into other security and education programs.

f. (U) Control of Compromising Emanations (TEMPEST):

(1) (U) Ensure the acquisition, installation, or modification of electrical Army equipment which transmits, receives, handles or otherwise processes classified information meets TEMPEST requirements. Submit plans for acquisitions installation or modification to the 6920th ESC for review, coordination and authority.

(2) (U) Maintains records of inspection results, operating procedures and related security services.

16-9. (C/NOFORN) [REDACTED]

a. (U) Processing and Reporting Officer/Assistant Operations Officer:

(1) (U) Supervises all administrative and operational areas in the processing, analysis and reporting section.

(2) (U) Is delegated authority to act in behalf of the operations officer during his/her absence.

(3) (U) Provides technical guidance and personnel support to the [REDACTED]

(4) (U) Advises the Commander and operations officer on technical matters pertaining to the mission.

(5) (U) Maintains sufficient working aids, to include collateral documents to ensure effective mission accomplishment.

(6) (U) Acts as primary interface for TAREX activities.

16-9-II

~~CONFIDENTIAL~~

~~NO 333~~

~~CONFIDENTIAL~~

- (7) (U) Acts as CRITIC action officer.
- (8) (U) Approves outgoing technical reports and messages for the operations officer.
- (9) (U) Provides technical guidance and training to section personnel.
- (10) (U) Reviews incoming correspondence and ensures that appropriate actions are taken.
- (11) (U) Ensures that appropriate security procedures are followed.
- (12) (U) Prepares the rater portion of the enlisted evaluation report (EER) for processing and reporting of NCOIC.
- (13) (U) Performs liaison within the tri-service community on station mission.

(14) (U) [REDACTED]

(15) (U) [REDACTED]

(16) (U) [REDACTED]

b. (U) Processing and Reporting NCOIC

- (1) (U) Assists the processing and reporting officer in administrative and operational areas.
- (2) (U) Serves as the interface between the operations NCOIC and section enlisted personnel.
- (3) (U) Administers the section's filing system.
- (4) (U) Coordinates with operational, administrative and logistical personnel of the other services in support of the section.
- (5) (U) Maintains duty rosters, appointment schedules and similar lists for section personnel.
- (6) (U) Counsels section personnel on operational and personal matters.
- (7) (U) Oversees initial and continuing technical training of section personnel.
- (8) (U) Prepares the rater portion of the EER for the senior desk analysts.
- (9) (U) Establishes and monitors work schedules.

16-10-II

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

(10) (U) Reviews incoming messages and reports and makes proper distribution.

(11) (U) Performs the duties of platoon sergeant.

(12) (U) Performs other duties as directed by the processing and reporting officer.

(13) [REDACTED]

(14) [REDACTED]

c. [REDACTED]

(1) (U) Is responsible to the processing and reporting NCOIC for the overall performance of the element.

(2) (U) Ensures that all applicable logs, charts, histories and forms are properly complete, current and filed in the proper manner.

(3) (U) Prepares outgoing messages and reports.

(4) (U) Ensures that working aids are current, correct and available to all personnel.

(5) (U) Keeps the processing and reporting officer and NCOIC informed of all developments.

(6) (U) Conducts technical studies, as required.

(7) [REDACTED]

(8) (U) Performs liaison with ADP section.

(9) [REDACTED]

(10) (U) Prepares the rater portion of the EER for subordinates, when applicable.

(11) (U) Performs other duties as directed.

d. [REDACTED]

16-11-II

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

(1) (U) Responsible to the processing and reporting HCOIC for the overall performance of the element.

(2) (U) Ensures that all applicable logs, charts, histories and forms are properly completed, current and filed in the proper manner.

(3) (U) Prepares outgoing messages and reports.

(4) (U) Ensures that working aids are current, correct and available to all personnel.

(5) (U) Keeps the processing and reporting officer and HCOIC informed of all developments.

(6) (U) Conducts technical studies as required.

(7) (U) [REDACTED]

(8) (U) Performs liaison with the ADP section.

(9) (U) [REDACTED]

(10) (U) Prepares the raster portion of the EER, when applicable.

(11) (U) Performs other duties as may be directed.

e. (C) [REDACTED]

(1) (U) Provides echelon analysis for critic items.

(2) (U) [REDACTED]

(3) (C) [REDACTED]

(4) (U) [REDACTED]

(5) (U) [REDACTED]

16-10. (C/NOFORN) [REDACTED]

16-12-II

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

a. [REDACTED]

(1) [REDACTED]

(2) (C) [REDACTED]

(3) (U) Interprets all mission tasking received from higher headquarters and translates it to INSCOM required directives ensuring all sections are informed of changes. Issues tasking via appropriate management directives.

(4) [REDACTED]

(5) (U) Organizes the operations evaluation panel every 28 days as required by INSCOM Regulation 525-5. Records and reports minutes of the meeting to INSCOM.

(6) (U) Monitors projected gains and losses of operational MOS and electrically submits a report operational personnel to HQ, INSCOM 90 days prior to a critical shortage developing. Continues to submit these reports every 14 days until the shortage no longer exists.

(7) [REDACTED]

(8) [REDACTED]

(9) Coordinates and updates operational emergency plans with the host services (USAF, ESC) for actions to be taken in the event of power failures, antenna outages, communications outages, etc.

(10) (U) Coordinates with the host services on all planned power, antenna or communications outages, etc., and disseminates this information to all sections.

(11) [REDACTED]

16-13-II

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

(12) (U) Coordinates all activities and prepares all correspondence relative to the management of the station's mission.

(13) (U) Serves as the station's focal point for TAADS changes and for future planning for station mission, personnel and equipment resources.

(14) (U) Prepares the rater portion of the EPR for subordinate personnel, as appropriate.

(15) (U) Keeps the operations sergeant NCOIC and operations officer informed on all matters affecting the station's mission.

b. (C) [REDACTED]

(1) (U) Ensures optimum utilization of all assigned personnel and equipment in accordance with the operations branch SOP.

(2) (C) [REDACTED]

(3) (U) Monitors each shift's control of operator outage to ensure any time lost is reasonable and necessary.

(4) (U) Coordinates mission tasking with the [REDACTED] and operator technical data with the processing section.

(5) (U) Keeps the operations sergeant and operations officer informed on all matters affecting the section.

(6) (U) Performs other duties as assigned.

c. [REDACTED]

(1) (U) Manages manning of RT positions.

(2) (U) Maintains the RT portions of the operations SOP.

(3) (U) Oversees RT live environment training program.

(4) (U) Oversees RT operations.

(5) (U) Oversees RT preventative maintenance plan.

(6) (U) Oversees RT quality control program.

(7) (U) Performs functions as required by [REDACTED] pertaining to RT projects.

16-14-II

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

[REDACTED]

- (8) (U) Supervises transcription and quality control of same.
- (9) (U) Organizes mission training.
- (10) (U) Writes award/EEB input on transcription HCO as required.
- (11) (U) Other duties tasked by the [REDACTED]

16-15-II

~~CONFIDENTIAL~~

[REDACTED]